



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 032

Job Vacancy

April 5, 2004

OPEN TO: All Interested Candidates

POSITION: **SECRETARY**

CLOSING DATE: **Wednesday, April 21, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-5
EFM/NOR - FP Scale = FP-9
(Position Grade: Final FP grade to be determined by Washington)

NOTE: This is a **temporary position** not to exceed 120 days but can be extended or made permanent without further competition.

If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Secretary in the Narcotics Affairs Section.

BASIC FUNCTION OF POSITION:

Provides office administrator, secretarial and receptionist services (bilingual) for the Aviation Unit Program office.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides bilingual office administrator, secretarial and receptionist support for the Aviation Unit Program office.

Manages the day-to-day administrative operations of the Aviation Unit Program office. Manages tasking of the office technicians and drivers/messengers, time and attendance, and payroll matters. Manages work order request and coordinates, in conjunction with the NAS procurement section, parts and material orders submitted by office technicians. Coordinates and controls shipment of personnel and equipment requested by the NAS with the contractor operations and logistics office. Coordinates and controls the transportation of parts and equipment ordered internationally from customs to NAS & PNC warehouses and then to final destinations throughout Colombia.

Provides information in response to visitor or telephone inquires. Determines nature of inquiry and directs visitor/caller to appropriate person (often in the Aerial Eradication Program). Places telephone calls as directed. Receives and controls incoming and outgoing correspondence. Maintains Aviation Unit Program office files, and computer files. Performs typing, word-processing services; makes copies, sends faxes and takes dictation; prepares in Spanish and English a wide variety of narrative and tabular material, correspondence, reports, and spreadsheets from verbal guidance or IAW standard Aviation Unit Program procedures, including Aviation Unit Program correspondence to the Government of Colombia. Performs other secretarial duties as directed.

Assists in the preparation of the following: monthly fuel, herbicide and munitions usage reports; places procurement request for fuel, herbicide and additives, and munitions through the proper channels as directed and approved by the Aviation Advisors; assists in compiling petty cash reimbursement vouchers, initializes the procurement process for materials to be purchased for the program; maintains the program's key control inventory records.

Provides translation and interpretation as needed. Works with the NAS Travel FSN to make arrangements for travel within the country and abroad. Makes arrangements for official visitors. Maintains the office's stock of supplies. Assembles material for use in preparing reports and correspondence.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Must be a graduate of an approved bilingual Secretary training Program.
- b. Prior work Experience: Two years of personnel management and office administration. Additionally, two years typing and clerical experience, most of which preferably should have been in a US Government Agency, or a US Commercial/Private/Not for Profit Organizations.
- c. Post Entry Training: None.
- d. Language Proficiency: Fluent Spanish (Level IV) and English ability (good working knowledge) Level III are required.
- e. Knowledge: Must have a good working knowledge of personnel management, office accounting, general correspondence procedures, general clerical practices and procedures, and computer software programs, to include Microsoft Office.
- f. Skills and Abilities: Must have Level II typing ability (40 words per minute).

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

- 1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
OR EMBASSY RECEPTIONIST BY: 04/21/04**

DISTRIBUTION: "BB"
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